

# HR Bulletin

August 2018

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TEXAS  STATE  
HUMAN RESOURCES

We would love to hear from you! Please send us your suggestions to [hr@txstate.edu](mailto:hr@txstate.edu)



## Texas State Blood Drive

**Wednesday,  
August 8**

**JCK 1100**

**8:30 a.m. – 3:30 p.m.**

One blood  
donation can  
save up to  
**three lives**

The next Blood Drive will be held on August 8 from 8:30 a.m. – 3:30 p.m. in JCK 1100. [WE ARE BLOOD](#) (formerly The Blood and Tissue Center of Central Texas) brings their mobile unit to allow employees to donate blood on campus since there is no donation center in San Marcos.

### Prior to donating, you must:

- eat a full meal
- provide a photo ID
- be at least 17 years old
- weigh 115 lbs. to donate whole blood; 110 lbs. to donate platelets
- be in good health

To register, go to [www.weareblood.org](http://www.weareblood.org)

- Click on the "Donate Blood" Button
- Click on "Make an Appointment" Button
- Search by our scheduled drive date, or zip code, or our Group Code: A059
- Click on our schedule of available appointment slots and book your donation time!

NOTE: Time spent donating blood is entered as "Blood Donor Leave" in the SAP Portal. Employees are entitled to donate blood 4 times per fiscal year ([UPPS 04.04.30](#)).

Contact Professional Development in Human Resources with questions at [professionaldev@txstate.edu](mailto:professionaldev@txstate.edu) or 5.7899.

## Summer Enrollment is Over Now What?



Summer enrollment for 2018 - 2019 has ended. That means ERS is now processing our changes and will begin sending out new cards for certain benefits. If you did not make any changes, you will not receive new cards for the upcoming year.

- If you added dependents to medical or changed medical plans, you should receive those cards in August.
- If you enrolled in a new dental or vision plan, you should receive those cards in August.
- If you are newly enrolled in a TexFlex Health Care Account, your TexFlex debit card will be mailed in August.

**ALL CHANGES ARE EFFECTIVE SEPTEMBER 1.**



**WEDNESDAY  
OCTOBER 10, 2018  
LBJSC BALLROOM  
10 a.m – 2:30 p.m.**



# SAVE THE DATE

## 11<sup>TH</sup> ANNUAL EMPLOYEE WELLNESS FAIR

The event will consist of informational and interactive booths on a variety of health-related topics. All employees are encouraged to attend and take advantage of the health screenings that will be offered.

Activities and services provided include:

- flu shots (free with an employee ID and HealthSelect Blue Cross Blue Shield card);
- blood pressure checks;
- mammograms (free with appointment, an employee ID, and HealthSelect Blue Cross Blue Shield card);
- consult with HealthSelect Blue Cross Blue Shield of Texas representatives;
- vision and hearing screenings.

Door Prizes will be awarded for attendance!

**STAY TUNED FOR EXCITING ADDITIONAL ANNOUNCEMENTS!**

Contact Professional Development in Human Resources with questions at [professionaldev@txstate.edu](mailto:professionaldev@txstate.edu) or call 5.7899.

# UPDATE

## University Classification and Compensation



[UPPS 04.04.11](#) "University Classification and Compensation" policy has been amended through the policy review process.

### THE MAJOR CHANGES TO THE UPPS:

- Clarification between promotion and reclassification.
- New effective dates for reclassifications.
- Replacement of the GOJA with the Job Analysis Form (JAF).
- New conditions under which an employee's salary may exceed the maximum of the pay range.
- Definitions of market adjustment and merit increase and deletes performance increase.
- Distinction between involuntary from voluntary transfer and explains details of both.
- Explanation of special circumstances regarding transfer compensation for classified staff.
- Definitions of bonus pay as a one-time, non-base pay award.
- Limitations to ULP increases to four per lifetime, with grandfathering for current staff.
- Exclusions of athletics coaches' positions and others are from receiving ULP.
- Removal of event work as an option for compensating staff for additional duties, instead directing them to overtime procedures in [04.04.16](#).

### ULP CHANGES

Also, under the revised policy ([UPPS 04.04.11](#)): "Staff employees in positions covered by departmental career ladders, as well as the president, provost, associate provost, vice presidents, associate vice presidents, assistant vice presidents, director of Athletics, coaches, college deans, and associate and assistant college and academic deans in the division of Academic Affairs are not eligible for ULP increases." In addition: "Each regular staff employee is entitled to receive a 1.5 percent increase every two years up to a maximum of four such increases from the initial eligibility date, and are limited to four such increases during an employee's lifetime."

These policy changes have been approved and published with an effective date of April 30, 2018. For implementation purposes, the changes will be applied going forward as of August 1, 2018. **This means any new hire, rehire, promotion or reclassification action with an effective date of August 1, 2018 or later will fall under the new rules.** Employees remaining in job titles that are no longer eligible will be permitted to finish out their current series of up to four increases, but will not have their ULP eligibility reset following any personnel action.

Review the [ULP Updates website](#) for more information. For questions, please contact Jeff Lund ([jl21](#)) or Blake Bissing ([bsb106](#)) in the compensation section.



# ETHICS POLICY REVIEW



[UPPS 01.04.02](#) has been updated effective May 29, 2018. As a reminder, all employees are responsible for being familiar with and adhering to the policy requirements.

The university has adopted the Texas State University System Board of Regents' ethics policy. Employees should refer to [Chapter VIII of The TSUS Rules and Regulations](#) for questions involving:

- anti-fraud policy and reporting of wrongful or fraudulent conduct,
- travel expenses and allowances,
- conflicts of interest,
- Texas State's code of ethics,
- benefits, gifts, and honoraria,
- political activities,
- use of official authority,
- dual office holding,
- ethics training,
- provisions related to procurement of goods and services,
- disclosure in public communications of sponsors of contracted research, and
- disclosure of interested parties contracting with System components.

# TEXAS STATE WELLNESS PROGRAM POLICY UPDATES



Some important changes were made to [UPPS 04.04.32](#) effective May 29, 2018.

## The most significant changes:

- addition to the reference of WellCats as a component of the overall wellness program,
- clarification for employees use of paid wellness leave for WellCats sponsored activities and individual activities outside of WellCats,
- addition of the WellCats Champions Program activities to the list of activities that qualify for use of paid wellness leave,
- clarification of instructions on how to request and record wellness leave, and
- clarification that any educational workshops offered through Professional Development are work time including wellness-related topics.

## Questions

Questions about the policy or wellness program may be directed to Josh Arguelles or Rose Trevino in Human Resources at [worklife@txstate.edu](mailto:worklife@txstate.edu) or 5.2557.

# Salary Spread Deadline

## 12-MONTH SALARY SPREAD ELECTION FOR FY 2019

Faculty, staff and graduate students who want to change their salary spread election must do so by Friday, **August 24, 2018**.

To be eligible to spread your 9-month salary over 12 monthly paychecks, you must be appointed for nine months (September 1 – May 31). Per IRS regulations, if you elect salary spread you cannot change it for the remainder of the fiscal year.

If you are currently enrolled in salary spread and will be continuing with a 9-month appointment for the next academic year, your salary spread election will continue for the next year unless you elect to cancel it. If you have multiple assignments, all assignments will be placed on salary spread.

### IMPORTANT NOTE

It is important to note that if you terminate employment, all deferred salary will be paid out in a lump sum on the next paycheck. This typically increases the federal income tax withholding percentage for that month. Also, enrolling in salary spread does not extend your employment or insurance benefits through the summer if you are not returning the following fall.



Election forms are available from the Office of Human Resources at [www.hr.txstate.edu/forms](http://www.hr.txstate.edu/forms) in the Payroll section. If you have questions, please contact Leah Cuellar ([lb1123](mailto:lb1123)) or 5.2557.

# TexFlex Reminders

FOR PLAN YEAR 2018 (SEPTEMBER 1, 2017 – AUGUST 31, 2018)

REMINDER

01

Health Care Flexible Spending Accounts have a \$500 rollover. Amounts between \$25 and \$500 left in your health care account will rollover to use in PY2019.

REMINDER

02

If you elect to switch to the Consumer Directed HealthSelect during summer enrollment, amounts between \$25 and \$500 left in your Health Care Flexible Spending Account will be converted to a limited use Flexible Spending Account for dental and vision expenses only.

REMINDER

03

## DEADLINE TO FILE CLAIMS FOR PY2018

- 12/31/2018 for healthcare claims incurred between 9/1/2017 – 8/31/2018
- 12/31/2018 for dependent care claims incurred between 9/1/2017 – 11/15/2018. Dependent care accounts do not have a rollover, but do have a 2 ½ month grace period.



## TexFlex Helpful Hint: Debit Card Validation

If you are enrolled in TexFlex and use the TexFlex debit card to pay for your eligible medical expenses, you may be required to provide validation for your expenses. Since TexFlex accounts are tax-free, the IRS requires all card purchases to be validated. Check out this resource to help understand when you will be required to provide additional information to validate your charge.



[www.spendingaccounts.info/texflex-fsa-wageworks/downloads/How to Validate Your TexFlex Card Purchase.pdf](http://www.spendingaccounts.info/texflex-fsa-wageworks/downloads/How_to_Validate_Your_TexFlex_Card_Purchase.pdf)

## GRADUATE STUDENT HEALTH INSURANCE is back!



Graduate student employees with a 50% FTE are eligible to participate in the Student Health Insurance Plan or the Texas State employee insurance offered through ERS.

Information regarding eligibility and enrollment options, as well as a comparison between the Student Health Insurance Plans and the employer benefits, can be found here: [www.hr.txstate.edu/benefits/Insurance-Programs-/Comparison.html](http://www.hr.txstate.edu/benefits/Insurance-Programs-/Comparison.html).

Please share this information with your graduate student employees so that they are aware of all options!



# REQUIRED POSTERS AND NOTICES

## Now Also Available Online!

Did you know that state and federal laws require employers to display certain employment related posters and notices in the workplace? The Office of Human Resources (HR) has continuously provided these notices in printed form on the 3rd floor of JCK , in front of Suite 360.

HR has also created a [new Required Posters and Notices website](#) that houses resources in order to supplement their current print form, thereby making them more readily available to hiring departments.

Please note: Hiring departments are not required to have these notices on display in their respective areas, therefore no action is required.

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Bobcat Balance offers various free and confidential services to help you through life's challenges. Visit the [Bobcat Balance website](#) within Work Life to learn more about the following services.

- Financial
- Child Care
- Wellness
- Counseling
- and many [more!](#)

# Welcome



*Join us in welcoming our new employee Bobcats hired between June 6, 2018 and July 2, 2018.*

## ADAM C JOINER

Student Development Specialist II  
Dean of Students

## ALEJANDRA M ZERMENO

Administrative Assistant II  
Procurement and Strategic Sourcing

## ANDREW M MORREALE

Assistant Director, Campus  
Recreation  
Campus Recreation

## ANGELA C ISERNIO

Coordinator, Campus Recreation  
Campus Recreation

## ANTHONY R PADILLA JR

Air Conditioning Mechanic I  
Facilities Operations

## BIANCA Z QUINONES

Student Development Specialist I  
Office of Student Diversity and  
Inclusion

## CHRISTOPHER D BOGNER

Systems Support Specialist I  
Curriculum and Instruction

## CHRISTOPHER D JORDAN

UI/UX Designer  
Office of University Marketing

## CHRISTOPHER A OLIVARES

Steam and Water Works Operations  
Mechanic I  
Utility Operations

## COURTNEY K GRAHAM

Administrative Assistant II  
School of Criminal Justice

## CRANZ E GREENWOOD

Carpenter I  
Facilities Operations

## CYNTHIA L HALEY

Assistant Director, Accounting  
Accounting Office

## DANTE D RICHARDSON-JONES

Grant Coordinator  
Student Support Services

## DAVID R WILLIAMS

Air Conditioning Mechanic I  
Department of Housing and  
Residential Life

## ERIC R DEAN

Major Gift Officer  
VP for University Advancement

## JENNIFER N GLEASON

Assistant Coach  
Women's Golf

## JESSICA E TURNBOW-CAO

Administrative Assistant II  
Facilities Operations

## JESUS O MEZA JR

Programmer Analyst II  
Enterprise Systems

## JOANNA J WRIGHT

Pharmacist I  
Student Health

## JOHN W SORSBY

Administrative Assistant I  
Athletics

## JOSHUA D DURAN

Locksmith  
University Police

## JOSHUA R TURNER

Athletics Intern  
Bobcat Club

## JUANITA I MONROE

Custodian  
Department of Housing and  
Residential Life

## KENNETH M POINDEXTER

Head Parking Services Officer  
Transportation Services

**LANCE G SEWELL**  
Coach  
Strength and Conditioning

**LAURA H TANNER**  
Grant Specialist  
Tx School Safety Center

**LAUREN M WYATT**  
Undergraduate Admissions  
Counselor  
Office of Undergraduate Admissions

**LAUREN N IBARRA**  
Undergraduate Admissions  
Counselor  
Office of Undergraduate Admissions

**MADYSON L SMITH**  
Academic Advisor I  
McCoy Academic Advising Center

**MICHAEL RAMIREZ**  
Custodian  
Campus Recreation

**MONIQUE MENA**  
Undergraduate Admissions  
Counselor  
Office of Undergraduate Admissions

**MONSHAE M GREEN**  
Grant Specialist  
Educational Talent Search

**RICHARD S BROOKS**  
Grant Specialist  
Center for Applied Interdisciplinary  
Research

**ROBERT J SARVIS JR**  
User Services Consultant II  
Client Services

**SARAH L BAGWELL**  
Coordinator, Marketing and  
Promotions  
Student Center

**STEVEN B BRACKEN**  
Facilities Maintenance Worker I  
Department of Housing and  
Residential Life

**TORI A GRAHAM**  
Career Advisor  
Career Services

**CHRIS B BEVIS**  
Grant Specialist  
Center for Archaeological Studies



# NEW EMPLOYEE WELCOME

## N.E.W. II

Friday, August 10, 2018 | 8 a.m. - 1:30 p.m. | JCK 460  
Please note the location change due to graduation activities.

We remind all new staff employees hired during the past month that the second part of New Employee Welcome (NEW) will occur on Friday, August 10.

NEW is designed to provide useful information to new staff regarding the resources, benefits, and opportunities associated with employment at Texas State University.

NEW II, held on the second Friday of each month, is the second part of the required orientation program for all new Texas State staff employees hired during the past month. Breakfast and lunch are served.

Contact Professional Development in Human Resources with questions at [professionaldev@txstate.edu](mailto:professionaldev@txstate.edu) or call 5.7899.

# AUGUST workshops

The featured workshops are coordinated through Professional Development.

Registration in the [SAP Portal](#) opens for each workshop **three** weeks prior to the workshop date and closes the week prior to the workshop date.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3
6	7	Texas State Blood Drive 8	9	New Employee Welcome (NEW) II 10
13	14	NEW Health & Wellness Series: Seeking Supervisor Support for Wellness 15	16	17
20	*DIY (Do It Yourself) Security 21	*DIY (Do It Yourself) Security NEW Health & Wellness Series: Keto? Paleo? Vegan? Let's Talk Diets 22	23	24
27	28	29	30	31

(\*) Workshop is offered either date.

Please visit [Professional Development's workshop website](#) for further information.



# Texas State Employee DISCOUNT PROGRAM



To help you stay up to date on new ways to save, check out this month's featured discounts from the [Texas State Employee Discount Program](#).

Limited-time offers and regional programs are also available.

- **Avis:** Avis Rent a Car keeps you moving. Save 25% on rental rates.
- **Lenovo:** Looking to upgrade your PC or laptop? Thanks to Lenovo's Corporate Employee Purchase Program, you can save on the entire product line.
- **Budget:** Hello, easy moving. Goodbye stress. Save 20% on base rates for all Budget truck rentals.
- **Home Chef:** Home Chef is committed to delivering easy-to-follow recipes and fresh, pre-portioned ingredients directly to your door. Save 50% on your first Home Chef meal-kit delivery.
- **AC Lens:** Style you can afford, quality you can see: At AC Lens, Texas State University employees save 15% on contacts and 25% on glasses.

[www.beneplace.com/txstate](http://www.beneplace.com/txstate)

# Donya Villarreal

Senior Administrative Assistant,  
College of Education

## EMPLOYEE OF THE MONTH July 2018



Stan Carpenter Ph.D., Donya Villarreal, and Eugene Bourgeois Ph.D.

Donya has been the Senior Administrative Assistant for the Dean's office in the College of Education (COE) since September, 2015. In that time, she has refined multiple processes, improved communication with faculty, and fostered a sense of community with the admins in all COE departments. She is responsible for overseeing administrative processes for the COE, directly supervising two staff members, and indirectly supervising administrative work for three large departments and other entities such as the Office of Educator Preparation and the COE Research Office. She supports and manages the work of the Dean, two Associate Deans, and two Assistant Deans. Donya has an uncanny ability to anticipate questions, problem solve, and provide solutions.

Donya works with faculty, students, staff, and administrators across every department on campus. She provides leadership to the staff in the College of Education including Curriculum & Instruction, Counseling, Leadership, Adult Education, & School Psychology (CLAS), Health & Human Performance (HHP), Office of Educator Preparation (OEP), and Advising. Even though she may be overwhelmed by the amount of work she has to do, she never lets it show. Donya provides support for Department Chairs and COE faculty on a daily basis about a vast range of topics or concerns.

One of her greatest abilities is that she is willing to ask

questions and seek answers when she is up against something that she does not yet know. As the senior administrative assistant for the Dean, she is continually faced with new challenges and yet she always gets everything done with a positive attitude.

Donya is one of the most helpful, optimistic, organized, and dedicated employees on this campus. Donya has set a high standard for professionalism for the rest of the staff and student workers, and she has continued to model accuracy, effectiveness, and efficiency. But it is her positive demeanor, helpful attitude, and ability to anticipate needs before they occur that makes our COE a wonderful place to work. She has tremendous responsibility for ensuring the work of the COE gets done and gets done well, and because of her work ethic and attitude, it happens.

*"Donya has set a high standard for professionalism for the rest of the staff and student workers..."*

Congratulations, Donya, on your dedication, professionalism and hard work!



**Kristen Cole**

*Custodian in the Department of Housing and Residential Life*

# KRISTEN COLE

## Department Housing and Residential Life

### GED Recipient

*We are excited to announce the first General Education Development Certificate recipient through the new educational support initiative. Kristen Cole received her GED certificate on June 22<sup>nd</sup>. We sat down with her to learn about her experience and what motivated her to attain her certificate.*

#### What motivated you to get your GED?

My kids were the biggest motivation, I wanted to show them that it is not OK to quit. It is important to finish what you start. My kids are 8, 6, and 2 years old. I started the GED process a few years ago but being pregnant and sick I was not able to finish. I heard about this new initiative when I was at safety and training class, hosted by Margie Cameron in Professional Development. Friends and coworkers at the university encouraged me to look into the GED attainment process. I started the program in May and took my final assessment on June 22<sup>nd</sup>!

#### What was the experience like?

It was enjoyable. San Marcos Library has specific times where learners, like me, can come in and study with teachers. All learners take an initial assessment to help guide their learning by narrowing down where the best place to start studying is. The teachers on-site were very helpful and because the learners are all at different levels in their education, it is more of an independent study. The library was a great location for this because it is very quiet, and the teachers are readily available to help answer questions and guide our learning.

#### How did you study?

I did a lot of independent study. My husband was my best study partner. He would help me understand some of the math problems that were challenging, and he supported me throughout the whole process. My friends also helped me work through some of the study materials. Working with the teachers in the San Marcos Public Library was a helpful tool for passing my exams.

#### What were the exams like?

They are all done at a computer and you can do them at any of the available locations. Some locations include Austin, Lockhart, and Wimberley. It is very quiet, and you are not allowed to take any personal items. There are multiple sections of the test to take and they are all timed. The best part is that you get your results very quickly. I was emailed shortly after my last exam to let me know I had passed!

#### What kind of support did you receive from your department and from Texas State?

My department was super supportive. They emphasized the importance of “bettering myself”.

What advice do you have for someone who is interested in getting their GED?

If you are interested in finishing your GED but are worried about the work or the commitment, I would tell you, do it! Texas State has this program in place to help you attain the GED certificate, so talk to your supervisor and ask questions. It may be a little scary and hard, but it is worth it, and you won't know unless you try.

What other educational goals do you have for yourself?

Currently, I am waiting to get accepted into EMT night classes. My mother is a firefighter and EMT and I have heard stories and seen the excitement for what she does. I have that same passion for wanting to help people and to be the first on-site to assist in an emergency.

*"I want to teach my kids that it is not OK to quit."*

A recent revision to [UPPS 04.04.35](#) details Texas State University support of attainment of the General Education Development (GED) Certificate by any full-time regular employee. The GED Certificate is earned after passing four subtests: <sup>(1)</sup> Language Arts—Reading, <sup>(2)</sup> Mathematics, <sup>(3)</sup> Science, and <sup>(4)</sup> Social Studies.

Employees begin the process by receiving approval from their supervisor and submitting the Release Time and Reimbursement for GED Attainment Form to HR/PD. Employees will receive release time from work to attend registration and assessment (two partial days) if those time periods are during their regular work hours.

Employees will be reimbursed the cost of each subtest upon successful completion. Upon completion of all four subtests, the employee will receive a one-time payment to help cover costs involved with travel for study sessions and testing.

*Congratulations, Kristen, on your educational achievement and hard work!*

## LEARN MORE ABOUT THE GED INCENTIVE PROGRAM

Visit the GED [Reimbursement and Release Time Process](#) website or contact Professional Development in Human Resources with questions at [professionaldev@txstate.edu](mailto:professionaldev@txstate.edu) or 5.7899.

Registration: August 28<sup>th</sup>, 9 a.m. & 1 p.m. | Assessment: August 30<sup>th</sup>, 9 a.m. & 1 p.m.

Location: San Marcos Public Library

Full-time regular employees are eligible.

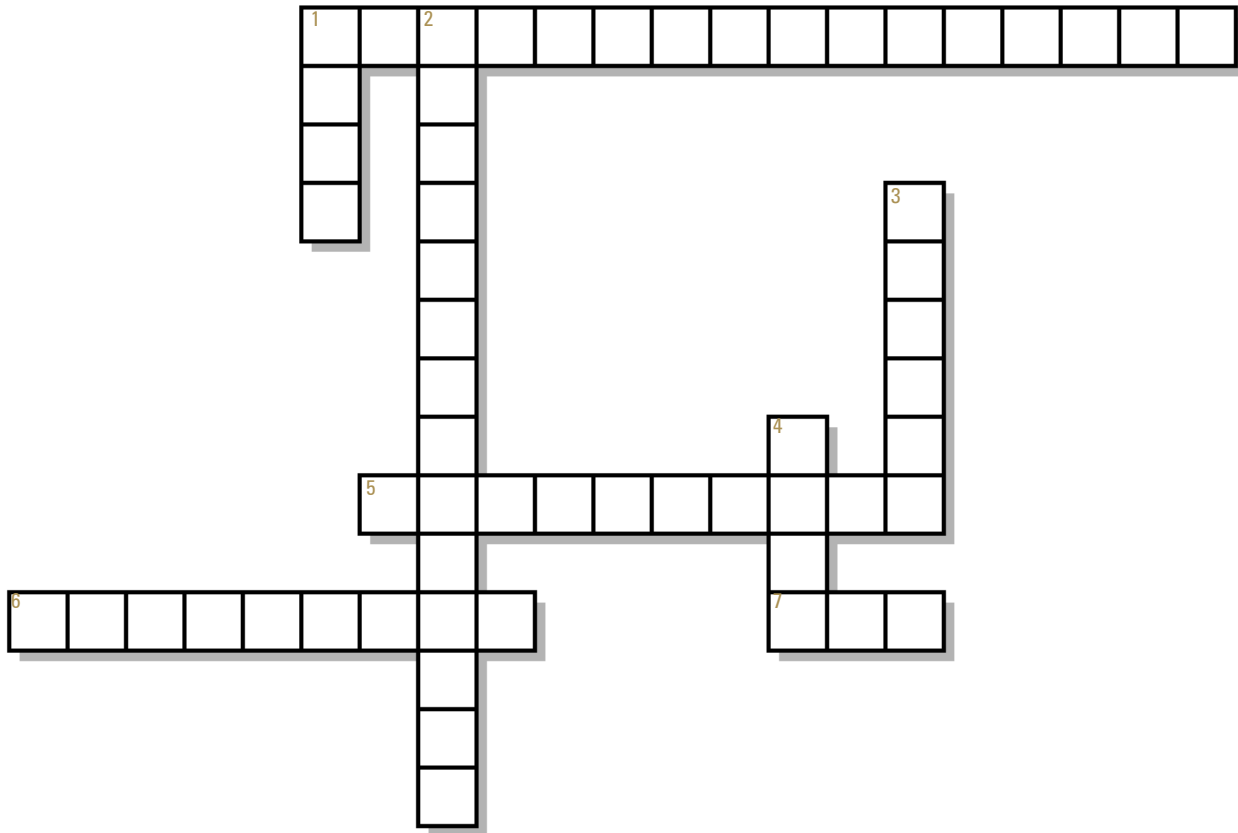
# HR Crossword Puzzle

Readers are invited to have some fun completing our **HR crossword puzzle!**

Print this out, fill it in with answers found in this month's bulletin, and send it in.

Scan or send a picture of your completed puzzle to [hr@txstate.edu](mailto:hr@txstate.edu), by **August 10<sup>th</sup>**.

Five random puzzle winners with all the correct answers will receive a prize from HR!



## ACROSS

- 1 This health care account has a max \$500 rollover for health related expenses
- 5 You may be required to provide this if you use the TexFlex debit card
- 6 The WellCats program that qualifies for use of paid wellness leave
- 7 One of the graduate student health insurance providers

## DOWN

- 1 The limit of ULP increases per lifetime
- 2 Please refer to Chapter VII of the TSUS Rules and Regulations for questions related to this
- 3 Available screenings at the employee wellness fair
- 4 You must be appointed for this many months to be eligible for salary spread



We would like to recognize the following employees who were promoted or reclassified between June 6, 2018 and July 2, 2018.



AMANDA R MACHA

Promoted to Manager, Welcome Center  
from Coordinator, Undergraduate Admissions,  
Office of Undergraduate Admissions

JACOB R.M. SLOAN

Promoted to Student Development Specialist II  
from Residence Hall Director,  
Dean of Students

RENEE L NEER

Promoted to Accountant II  
from Accountant I,  
Accounting Office

SARAH E POLLOK

Promoted to Program Specialist  
from Administrative Assistant II  
Psychology

MEGAN M BALLENGEE

Reclassified to Librarian  
from Library Assistant IV,  
University Libraries



This information is available in alternate format upon request from the Office of Disability Services.